



HIGHER EDUCATION STUDENTS' LOANS AND GRANTS BOARD (HESLGB)

P/Bag B417 LILONGWE

Request for Quotations (for Goods)

Procurement Reference Number: HESLGB/RFQ/Furniture/Finance
Office/09/10/2025

To:

.....

..... Date: 9th October 2025

The Procuring and Disposing Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Procuring and Disposing Entity reserves the right to award a contract for selected items only. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS—

1. Description of Goods the Bidder is bidding to Supply and Deliver:
Supply and Delivery of Office furniture for Finance office to HESLGB Offices

.....

2. Quotation prices should be based on—

(a) for goods supplied from within Malawi; EXW – insured and delivered to
[HESLGB
Offices]

.....

(b) for goods supplied from outside of Malawi; CIP or DDP
[HESLGB Offices].



Standard Bidding Document for Request for Quotation for Procurement of Goods

-
-
3. The delivery period required is [7] [*days*] from date of order...../...../.....
 4. Quotations must be valid for [30 *days*] from the deadline for submission.
 5. The warranty/guarantee offered shall be: [12] months.
 6. Quotations and supporting documents as specified in Section C must be marked with the Procurement Reference Number given above, and indicate your acceptance of the terms and conditions.
 7. Quotations must be received, in sealed envelopes, no later than: [14:00 *hrs*] on [15th October 2025]
 8. Quotations must be returned to the Chairperson of IPDC: [**Higher Education Students' Loans and Grants Board – HESLGB, P/Bag B417 Lilongwe.**]
.....
 9. The attached Schedule of Requirements in Section D, details the items to be procured. You are requested to quote your delivered price for these items by completing and returning Sections C and D.
 10. Payment to the supplier shall be made within [30] days from the date of receipt of invoice.
 11. [*List any other requirements e.g. the provision of sample.*]
.....
 12. The detailed descriptions of the goods required are provided in table below. Bidders shall provide full descriptions of the products being offered in Section D - Price Schedule.

Your quotation is to be returned by completing and returning this Form and Section C and D including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

1. Currency of Quotation: *Malawi Kwacha*
2. Delivery period offered: [7] days from date of the Local Purchase Order.
3. The validity period of this Quotation is: [30] days from the date for receipt of Quotations.
4. Warranty period (where applicable): [12] months.
5. We attach the following documents: [*tick against the document(s) you have attached*]
 - (a) Section D of the Request for Quotations completed and signed; ☐
 - (b) A copy of our Business Registration Certificate and Trading Licence; ☐
 - (c) A copy of our Annual Tax Clearance Certificate (for the last Financial Year); ☐



Standard Bidding Document for Request for Quotation for Procurement of Goods

(d) A list of recent Government contracts performed;

☐

(e) [Insert any other documentation required by the Procuring and Disposing Entity].

.....
.....

6. We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements]
7. We have examined and have no reservations to the Request for Quotations Document, including Addenda No: *(Insert Number and date)* of Addenda).
8. Our price shall be fixed for the duration of the validity period
9. We declare that our firm, Directors and Beneficial Owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

AUTHORISED BY: [*to be completed by someone who has the power of attorney for the bidder*]

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of (Company name):

Company: _____

Registered Address:

If any additional documentation is attached to your quotation, a signature and authorisation at Section C and Section D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

13.



Standard Bidding Document for Request for Quotation for Procurement of Goods

SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods [Attach detailed specification if necessary]	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Standard office chair	Each	04		
2	Standard Office Desk	Each	04		
Sub-Total					
VAT 16.5%					
PPDA Levy (1%)					
Total Bid Price					

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

The following attachments are appended to clarify the Description of Goods:

[List any attachments providing additional specification of the goods required]

.....

Technical Compliance Sheet: List any attachments providing additional specification of the goods required]

No	DESCRIPTION OF GOODS	TECHNICAL SPECIFICATIONS	BIDDER'S SPECIFICATIONS	COMPLIANCE YES/ NO
1	Standard Office Swivel Chair	High Backrest, Adjustable Height, Lumbar Support, Adjustable Armrests, Swivel Base and Casters, Tilt Adjustment		



Standard Bidding Document for Request for Quotation for Procurement of Goods

		Material: leather		
2	Office Desks	Standard Office Desk L Shaped – 1.6m Height: 72-76 centimetres (28-30 inches) Width: 120 cm to 160 cm (47-63 inches) Depth: (24-31 inches). Other: Mobile drawer MFC. Thickness: 18mm thick		



Standard Bidding Document for Request for Quotation for Procurement of Goods

SECTION D: BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date: **[insert date]**

Procurement Reference No.: **[insert procurement reference number]**

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

Page **[insert page number]** of **[insert total number of pages]** pages

To: **[insert complete name of Procuring and Disposing Entity]**

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership



Standard Bidding Document for Request for Quotation for Procurement of Goods

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights



Standard Bidding Document for Request for Quotation for Procurement of Goods

- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder”
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]²

Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: _____

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to “Bidder” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

² Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.



Standard Bidding Document for Request for Quotation for Procurement of Goods

SECTION E: EVALUATION OF QUOTATIONS:

1. Quotations will be evaluated to determine their compliance to technical specifications.
2. Quotations that are responsive, qualified and technically compliant will be ranked according to price. Compliant quotations shall meet the following conditions listed in the technical compliance sheet:
3. Award of contract will be made to the lowest evaluated quotation [*by item or by total*] through the issue of a Local Purchase Order.

Signed: Name.....

Title/Position:

For and on behalf of the Procuring and Disposal Entity.

AUTHORISED BY:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Date Stamp and to be signed by one with power of attorney